



## South Dakota Board of Nursing

South Dakota Department of Health  
722 Main Street Suite 3, Spearfish, SD 57783  
(605) 642-1388; Fax: 642-1389; www.state.sd.us/doh/nursing

### Medication Administration Training Program for Unlicensed Assistive Personnel Application for Curriculum Change for an Approved Training Program

Medication administration may be delegated only to those individuals who have successfully completed a training program pursuant to ARSD 20:48:04.01:14. An application along with required documentation must be submitted to the Board of Nursing for approval. Written notice of approval or denial of the application will be issued upon receipt of all required documents. Send completed application and supporting documentation to the Spearfish BON address or fax above.

Name of Institution: DAKOTA HILLS Assisted Living

Name of Primary Instructor: JANE QUINN

Address: 1124 2nd Street

Sturgis, SD 57785

Phone Number: 605-423-8084

Fax Number: 605-423-8084 605-423-8084

E-mail Address of Faculty: dakotahills@spe.micco.net

- Request to use the following approved curriculum(s); submit a completed Curriculum Application Form for each selected curriculum. *Each program is expected to retain program records using the Enrolled Student Log form.*
  - ☐ 2011 SD Community Mental Health Facilities (only approved for agencies certified through the Department of Social Services)
  - ☐ Gauwitz Textbook - Administering Medications: Pharmacology for Health Careers, Gauwitz (2009)
  - ☐ Mosby's Textbook for Medication Assistants, Sorrentino & Remmert (2009)
  - ☐ Nebraska Health Care Association (2010) (NHCA)
  - ☐ We Care Online
  - ☒ EduCare
- List faculty and licensure information: *For new RN faculty, attach resume/work history with evidence of minimum 2 years clinical RN experience.*

| RN FACULTY/INSTRUCTOR NAME(S) | RN LICENSE |                  |                 |                                       |
|-------------------------------|------------|------------------|-----------------|---------------------------------------|
|                               | State      | Number           | Expiration Date | Verification<br>(Completed by SD BON) |
| <u>E. JANE QUINN</u>          | <u>SD</u>  | <u>RNRO20929</u> | <u>9/23/13</u>  | <u>8/10/13</u>                        |
|                               |            |                  |                 |                                       |
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✓ RN Faculty Signature: E. Jane Quinn RN Date: 7/10/13

This section to be completed by the South Dakota Board of Nursing

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| Date Application Received: <u>7/10/13</u>      | Date Notice Sent to Institution: <u>7/10/13</u> |
| Date Application Approved: <u>7/10/13</u>      | Date Application Denied:                        |
| Expiration Date of Approval: <u>April 2014</u> | Reason:   |
| Board Representative: <u>8/10/13</u>           |   |

South Dakota Board of Nursing  
Curriculum Content Application Form: *EduCare*

Agency/Facility Name: *Dakota Hills AL* (to be completed by facility)

This form provides onsite clinical RN primary instructors a guide on how to teach the content of the EduCare curriculum. Complete column 4 with the name of RN responsible for teaching the 4-hour clinical lab portion of training (\*\*\*bottom of page 2). Submit completed form to BON with your Medication Administration Training Program application.

| Curriculum Requirements<br>Pursuant to ARSD 20.48:04.01:15  | Content Outline  | Time<br>Frame | RN<br>Instructor                     | Teaching Methodology Used<br><small>May include: lecture, self-study, online, case study</small>   |
|---|--|---------------|--------------------------------------|--|
| 1) General information relevant to the administration of medications, including:<br>a) Governmental regulations related to the practice of nursing, the administration of medication, and the storage, administration and recording of controlled substances;<br>b) Ethical issues;<br>c) Terminology, abbreviations and symbols;<br>d) Medication administration systems;<br>e) Forms of medication;<br>f) Procedures and routes of medication administration;<br>g) Medication references available<br>h) The role of unlicensed assistance personnel in administering medications<br>i) The five rights of medication administration: right patient, right medication, right dose, right time, right route and<br>j) Infection Control policies and procedures | 1. Governmental regulations related to the medication administration (Unit #1) <ul style="list-style-type: none"> <li>• SD Specific Legal Requirements</li> </ul> 2. Administration of medications and controlled substances (CS)(Unit #7 & #11)<br>3. Storage of medications and CS (Unit #11)<br>4. Recording of CS (Unit #11)<br>5. Ethical Issues (Unit # 14)<br>6. Terminology, abbreviations, and symbols (Unit #2)<br>7. Medication administration systems (Unit #7)<br>8. Forms of medication (Unit #6)<br>9. Procedures and routes of medication administration (Units #10-1 through #10-7)<br>10. Medication references available (Unit #6)<br>11. The role of unlicensed assistance personnel in administering medications (Unit #1 and Units #10-1 through #10-7)<br>12. The five rights of medication administration (Unit #8 and Units #10-1 through #10-7) <ul style="list-style-type: none"> <li>• Right Patient</li> <li>• Right Medication</li> <li>• Right Dose</li> <li>• Right Time</li> <li>• Right Route</li> </ul> 13. Infection Control policies and procedures (Unit #5) | 9 hrs         | Online RN instructor:<br>Jean Howell | On line lectures, learning games, handouts, videos, discussion worksheets and location assignments. Each module also includes email option to on line RN, closed captioning and search features. |



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| 2) An overview of the major categories of medications related to the body systems, including:<br>a. Cardiovascular;<br>b. Endocrine;<br>c. Gastrointestinal;<br>d. Integumentary;<br>e. Musculoskeletal;<br>f. Nervous;<br>g. Reproductive<br>h. Respiratory<br>i. Sensory<br>j. Urinary; and<br>k. Immune           | 14. An overview of the major categories of medications related to the body systems, including:<br>a. Cardiovascular<br>b. Endocrine<br>c. Gastrointestinal<br>d. Integumentary<br>e. Musculoskeletal<br>f. Nervous<br>g. Reproductive<br>h. Respiratory<br>i. Sensory<br>j. Urinary<br>k. Immune<br>(Units #3-1 through #3-13) | 4 hrs<br>30 min  | Jean Howell  | On line lectures, learning games, handouts, diagrams, discussion worksheets and location assignments. Each module also includes email option to on line RN, closed captioning and search features.  |
| 3) Additional instruction shall include those categories of medications relevant to the healthcare setting where the unlicensed person will be employed; and   | 15. Overview of specific types of drugs for certain patient/resident populations including:<br>a. Mental illness or behavioral<br>b. Cancer<br>c. Pediatric patients<br>d. Geriatric patients<br>(Units #3-1 through #3-13)  |                  | Jean Howell  | On line lectures, learning games, handouts, diagrams, discussion worksheets and location assignments. Each module also includes email option to on line RN, closed captioning and search features.  |
| <b>Exams</b>   |  |                  |  |   |
| Unit Test (ARSD 20:4804.01:14 – Tests are developed for each unit in curriculum, including a final test. A passing score of 85% is required on each unit test with an opportunity to retake each test one time. If a student fails on retake, additional instruction is required before further testing is allowed.) | Administer Exam 1 (Covers Units #1 though #3-13)   | 30 min           | Jean Howell  | Passing score of 85% required; may retake exam once. Scores will be provided to RN instructor by EduCare. <i>(Individual RN primary instructors are expected to maintain the EduCare Enrolled Student Log form for their students.)</i>   |
| Unit Test  | Administer Exam 2(Covers Units #5 though #8)   | 12 min           | Jean Howell  | Passing score of 85% required; may retake exam once.  |
| Unit Test  | Administer Exam 3 (Covers Unit # 10-1 through # 14)  | 18 min           | Jean Howell  | Passing score of 85% required; may retake exam once.  |
| <b>Final Test</b>  | Administer Final Exam (Covers all units)   | 1 hour<br>30 min | Jean Howell  | Passing score of 85% required; may retake exam once.  |
| <b>Clinical Lab</b>  |  |                  |  |   |
| 4) Clinical or laboratory instruction for the purpose of demonstration of medication administration and evaluation of individual competence. (ARSD 20:48:04.01:14 Faculty-to-student ratio cannot exceed 1:8 in clinical setting. A 1:1 ratio is required for skills performance evaluation.)                        | <ul style="list-style-type: none"> <li>Clinical/laboratory instruction provided with required RN faculty-to-student ratio of 1:8;</li> <li>Skills performance evaluation completed by RN with required 1:1 faculty-to-student ratio.</li> </ul>  | 4 hrs            | ***<br>Onsite<br>Clinical RN<br>Instructor(s)<br>Name:<br><br><i>Jane Quinn RN</i> | Complete required <u>Skills Performance Evaluation</u> form for each student that passes tests. (additional checklists may also be completed as desired)<br><br>EduCare provides the demonstrated Skill checklists to both the student for reference during the videos and the Supervising RN for use during discussions & Clinical labs. |

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| Required hours: 16 classroom instruction<br>+ 4 laboratory instruction<br>20 hours |  | 20<br>Hours |  |  |

**SD BON Reviewer Use Only**  
Date Application received: \_\_\_\_\_ Criteria Met: ☒ Yes ☐ No; reason denied: \_\_\_\_\_  
BON Staff Representative: \_\_\_\_\_

12-12-2012